



UNITED STATES MARINE CORPS
MARINE CORPS BASE HAWAII
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IN REPLY REFER TO:
BaseBul 1560.1
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BASE BULLETIN 1560.1

From: Commanding Officer
To: Distribution List

Subj: MARINE CORPS BASE (MCB) HAWAII ADOPT A SCHOOL PROGRAM

Ref: (a) Base Order 1560.1
Ref: (b) Current FY Military Interdepartmental Purchase Request
(MIPR)

1. Purpose. Per the reference the Commanding Officer (CO), MCB Hawaii has established school partnerships for school year 2009-2010.
2. Cancellation. Base Bulletin 1560.1 of 10 April 2008.
3. Background. To establish partnership relations with local Hawaii schools in order to enhance the educational experience for our children; to reaffirm our positive relationship with neighboring communities, in accordance with the Commander, U. S. Pacific Command's (USPACOM) established policy of school partnership and community outreach.
4. Action. MCB Hawaii will observe the following school partnerships for 2009-2010 school year.

a. Commander's Intent and Concept of Operations

(1) Commander's Intent

(a) We will establish and maintain viable long-term partnerships between our units/departments and local Hawaii schools.

(b) We will proactively help to establish and participate in a community-wide network of volunteers for Hawaii's schools.

(2) Concept of Operations. A total of 12 Marine Corps units and/or Departments aboard MCB Hawaii, Kaneohe Bay and at Camp H. M. Smith will be partnered with 16 local Hawaii schools.

PUBLIC SCHOOL PARTNERSHIPS

1	Aiea High School	H&S BN, MARFORPAC
2	Aiea Intermediate	H&S BN, MARFORPAC
3	Highlands Intermediate	H&S BN, MARFORPAC
4	Pearl City Elementary	H&S BN, MARFORPAC
5	Palisades Elementary	H&S BN, MARFORPAC

6	Aikahi Elementary	1ST Battalion, 12TH Marines
7	Castle High School	Marine Corps Forces Pacific Band
8	Enchanted Lake Elementary	4TH Force Recon Co., 4TH MARDIV
9	Kaelepulu Elementary	3D Radio Battalion
10	Kainalu Elementary	Marine Aviation Logistics Squadron 24
11	Kailua Elementary	Manpower, Personnel and Administration
12	Kailua Intermediate	Marine Aircraft Group 24
13	Kalaheo High School	MCB Hawaii Staff Judge Advocate
14	Lanikai Elementary	Marine Corps Air Station
15	Mokapu Elementary	3D Marine Regiment and Wounded Warriors
16	Puohala Elementary	Headquarters Battalion, Kaneohe Bay

b. Coordinating Instructions

(1) In the event a partnered unit deploys, a non-partnered unit may volunteer to cover the deployed unit's school until its return. Other volunteers (possibly partnered unit family members) may also participate to help complete partnered school projects and activities.

(2) Funding for the support of school partnerships is received from USPACOM each fiscal year. The funds are transferred from USPACOM to the MCB Hawaii Comptroller for expenditure by the School Liaison as outlined in reference (b). The SL will coordinate with the Manpower, Personnel and Administration (MP&A) Authorizing Official (AO) to ensure proper oversight of expenditures and coordinate associated purchases.

(3) Each partnered unit commander will balance the support his/her unit provides to its partnered school. Academic and physical education activities (such as tutoring, mentoring, providing classroom presentations, helping to conduct physical fitness tests, etc.) must be the primary focus. Also included in the partnered unit's activities will be community outreach/self-help projects at the partnered school (unit volunteers will complete the projects with the help of other volunteers drawn from the school, community, local business and other sources.) Unit commanders are responsible for submitting the Monthly Timekeeping Record, in enclosure (1), the first day of each month for the prior month's worth of activities.

(4) Commanders of partnered units are encouraged to conduct "command visits" to their partnered schools to solidify the school's relationship with their unit. Ensure the signing of an official agreement between the school principal and the unit takes place within the first two months of each school year, 1 August to 1 October. Once the agreement is signed, a copy must be sent to the School Liaison for record keeping. New agreements will be created when the unit commander or school principal has changed. A sample Partnership Agreement Form can be found in enclosure (1).

(5) Electronic formats for required reports are available from the SL at (808)257-8826 or 257-8897.

(6) Units may also request additional fiscal information and funding application procedures from the SL.

5. Applicability. This Bulletin is applicable to all Marine Corps departments, active duty and reserve units, base-aligned or tenant, within MCB Hawaii.



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